



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE
Risk Management Branch

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Fourth District

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Fifth District

March 27, 2003

Dear Prospective Proposer:

**ADDENDUM 1 – QUESTIONS AND ANSWERS CONCERNING REQUEST FOR
PROPOSALS FOR ACCIDENTAL DEATH AND DISABILITY INSURANCE FOR THE
AVIATION PERSONAL, SHERIFF RESERVE AND VOLUNTEER
INSURANCE PROGRAMS**

As allowed under Section IV, B, Responses to Questions, of this Request for Proposals (RFP), the following is a summary of written questions asked by prospective proposers, and the County's responses to those questions.

Question #1: Is "catastrophe/emergency evacuation" for Los Angeles County only?

Answer: Persons covered by these three programs could be performing their responsibilities in other counties or states and therefore, coverage for these insurance programs should not be limited to the area of Los Angeles County.

Question #2: Is Loss experience just for the year 2000?

Answer: No, as shown in Exhibit 13 these losses are for the period of 7/1/99 to 3/7/03.

Question #3: A copy of the present contract would be helpful and the present rate.

Answer: Copies of the current insurance policies have been provided, see Exhibit 11. Also Exhibit 1, Broker Services Agreement, is the contract that the County will execute as a result of this solicitation. In the current agreement the broker's commission cannot exceed 15% of the annual premium amount.

Question #4: Can you give us the Reserve or volunteer hours worked?

Answer: Exhibit 12, Pages 72 and 73 shows 3,634,272 hours worked by all County volunteers covered by these insurance programs during the calendar year of 2002. This number includes 262,062 hours worked by Sheriff Reserve Officers and Explorers.

Question #5: Who collects premium, remits premium and maintains member maintenance?

Answer: As stated in Exhibit 1, Section 5, the Contractor will prepare an invoice to the County Program Manager. That invoice shall include the policy premium and the commission. The County Program Manager will review and approve the invoice and supporting documents, and make payment to the Contractor. Please also refer to Exhibit 1, Section 9, Contractor Services.

Question #6: Do you expect performance guarantees?

Answer: As stated in Exhibit 1, Section 11, Contractor is required to provide their most current audited financial statements or a performance bond.


Question #7: Is any census data available on any of these programs?

Answer: The County does not keep census data on it's volunteers. The age range is from 12 years to 95 years old. As stated in Part II, Section B, Sheriff Reserve Deputy personnel are under the age of 80.

We appreciate your interest and questions.

Sincerely,

DAVID E. JANSSEN
Chief Administrative Officer


DELTA UYENOYAMA, Chief
Risk Management Operations

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